



## ***How To Reschedule Your League Game***

### **Teams are only allowed to initiate 2 reschedules each season**

- There is a free reschedule period prior to the start of the season. Dates will be announced each season.
- You will be charged a \$50 reschedule fee after the free reschedule period has closed.
- The reschedule **must** be accepted by both teams in order for it to be completed.
- Reschedules **must** be completed 4 days prior to the original scheduled game date.
  - Ex: If your game is on Saturday at 1PM, your reschedule must be completed by Tuesday before 1PM.
- Before clicking the reschedule button, the HOME TEAM must have field and referee assignor approval for this change.
- The team requesting the reschedule should click the reschedule button after all parties have agreed on the reschedule details.

**If you are rescheduling your game due to weather, field closure, referee determination cancellation, missing referees, air quality report, or a league commissioner cancellation, please use the "Other" Reschedule process.**

### **First- Contacting the Opposing Team**

- 1) Contact the opposing team via email before starting your reschedule in Affinity
- 2) Make sure you are logged into your team administrator account in Affinity and your photo is outlined in red
- 3) Click the TEAMS tab
- 4) On the new tab, click Tournament and Schedule Apps
- 5) Click Schedules/Game Scoring on the right hand side (by the team)
- 6) Click the opposing team name to see contact info
- 7) Using your email, work with the opposing team on dates and times for your reschedule
- 8) The HOME team must have confirmation from the field and referee assignor that the new dates, time, or location work

### **Second - Starting Your Reschedule in Affinity**

- 1) After the new reschedule information has been agreed on by all parties, log into your Affinity account
- 2) Click on the TEAM tab
- 3) Click on the Tournament and Schedule Apps tab
- 4) Click Schedules/Game Scoring
- 5) Click the Reschedule button by the game you are making the change to
- 6) Enter ALL information, including date, time, (AM/PM), Date, Field Name and Field Number
- 7) Click Send Request
- 8) The opposing team must log into their Affinity account and click Accept Request in order for the reschedule to be completed

**\*\*The reschedule is not complete until the new game details are reflected on the Affinity schedule. \*\***

**UYSA reserves the right to move games back to original dates, times, and locations if teams did not follow the correct steps.**